



GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION – BOARDS OF ZONING APPEALS APPLICATION

Please fill out all information. An answer of N/A is required for questions not applicable to your project for it to be considered a complete application. Projects with incomplete applications and/or documents will not be placed on the Planning Commission agenda.

Date Submitted

File Number

Project Information

Project Name:						<input type="checkbox"/> Check if you have had a pre-app meeting.
Project Location:						
List All Tax Map/Group/Parcel #'s / / / /						
Phase	Section	#Lots	#Dwelling Units	Site Acreage	Site Square Footage if under 1 acre	
Current Zone	Requested Zone	Existing Non-Residential Building Square Footage			Requested Non-Residential Building Square Footage	
Zoning of Surrounding Properties: North South East West						

Applicant

Organization:		Contact Name:	Title:
Street Address			
City		State	Zip Code
Phone		Alt. Phone	
Fax		Email	

Owner ☐ Same as applicant

Owner:		Contact Name:	Title:
Street Address			
City		State	Zip Code
Phone		Alt. Phone	
Fax		Email	

Contractor

Business Name:		Contact Name:	Title:
Street Address			
City		State	Zip Code
Phone		Alt. Phone	
Fax		Email	

Purpose (Describe the reason for this application)

Type of Application (Please check one as well as type of plan or approval if applicable)

1	<input type="checkbox"/> Major Subdivision Plat <input type="checkbox"/> Sketch <input type="checkbox"/> Preliminary <input type="checkbox"/> Final
2	<input type="checkbox"/> Minor Subdivision Plat (5 lots or less) <input type="checkbox"/> Staff Approval <input type="checkbox"/> Planning Commission Approval
3a	<input type="checkbox"/> Rezoning without Preliminary Master Development Plan (Written request, legal description, and scale drawing required)
3b	<input type="checkbox"/> Rezoning with Preliminary Master Development Plan (Written request, legal description, and master development plan required)
3c	<input type="checkbox"/> Ordinance Text Change (Written request required)
4	<input type="checkbox"/> Master Development Plan Revision (Written request and preliminary master development plan required)
5	<input type="checkbox"/> Right-of-way Acquisition/Street Acceptance
6	<input type="checkbox"/> Annexation (Written request, legal description, and scale drawing required)
7	<input type="checkbox"/> Discussion / Interpretation / General Development / Plan Amendment Request
8a	<input type="checkbox"/> Site Plan <input type="checkbox"/> Change of Use <input type="checkbox"/> In-House Staff Approval <input type="checkbox"/> Planning Commission Approval
8b	<input type="checkbox"/> Final Master Development Plan
B	<input type="checkbox"/> Board of Zoning Appeals <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Variance <input type="checkbox"/> Administrative Appeals <input type="checkbox"/> Municipal <input type="checkbox"/> Regional
E	<input type="checkbox"/> Engineering Construction Plan Review
S	<input type="checkbox"/> Special Called Meeting <input type="checkbox"/> Boards of Zoning Appeals <input type="checkbox"/> Planning Commission

***Copy of completed checklist is required to be submitted with application.**

Notice of Bond Requirement: Pursuant to Zoning Ordinance Section 15.03.080, a Performance Bond will be required for site improvements. Such bond must be posted prior to issuance of permit for construction and may be in the form of cash, certified check, certified letter of credit, surety bond, or contractual agreement with the City.

Notice of Public Disclosure: All documents, including, but not limited to applications, plans, drawings, designs, and all other written materials filed with the City of Gallatin Building Codes, Engineering, and/or Planning Divisions shall be available to the general public for inspection and copy, in accordance with the Tennessee Open Records Law.

Signature: _____ **Print Name:** _____

The signature is that of the: ☐ Owner ☐ Owner's Agent

*If owner's agent signs application, an agent letter will be required as proof of authorization to act on owner's behalf.

*If owner is not owner of record, proof of ownership is required: Purchase Contract, Deed, etc.

Fees Due (See attached fee schedule) \$ _____	Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____
Received by: _____	Receipt # _____ Account #32650-110 _____

PLANNING AND ZONING FEES
Authorized by Section 2-154 of the Gallatin Municipal Code

TYPE	FEE
Sketch Plat	\$100
Preliminary Plat	\$150 + \$3.50 per lot over 10
Final Plat	\$50 + \$5.00 per lot
Minor Subdivision	\$50
Engineering Construction Plan Review	\$250 – up to 25 acres \$400 – 25 - 50 acres \$500 – 50 - 100 acres \$600 – 100+ acres
Site Plan	\$75 – up to 10,000 sq. ft. (bldg. area) + .05 per sq. ft. thereafter to a maximum of \$500
Change of Use/In-House Site Plan	\$50
Final Master Development Plan	\$150 + \$5.00 per acre over 5 acres up to \$750 maximum
Master Development Plan Revision	\$100
Rezoning Request with Preliminary Master Development Plan	\$250 + \$5.00 per acre over 5 acres
Rezoning Request without Preliminary Master Development Plan	\$75 – up to 1 acre \$175 – 1 – 15 acres \$275 – 16 – 50 acres \$375 – 51 – 100 acres \$475 – 100 acres +
Discussion / Interpretation / General Development Plan Amendment Request	\$75 – up to 1 acre \$175 – 1 – 15 acres \$275 – 16 – 50 acres \$375 – 51 – 100 acres \$475 – 100 acres +
Boards of Zoning Appeals – Variance Request, Conditional Use Permit, Administrative Appeal	\$25
Special-Called Meeting Fee	
• Boards of Zoning Appeals	\$125
• Planning Commission	\$175